**HR Professional Development Plan Template**

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| **Name** |  | **Job title** |  |
| **Start date** |  | **Review date** |  |

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| **Professional goals to achieve**  *What are your desired career advancements goals for the next 12 months?* |
| 1. Get promoted to a leadership position  2. *[Enter goal]*  3. *[Enter goal]* |

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| **What are your strengths?**  *Identify your strengths that you believe will help you grow in your career.* |
| 1. I have a good grasp of numbers and data. 2. *[List your strengths]* 3. *[List your strengths]* |

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| **Which skills do you need to master to achieve your professional goals?**  *Identify the specific skills or knowledge areas to develop in order to achieve the goals.* | |
| **Goal** | **Skills** |
| Get promoted to a manager position | 1. 1 People management skills |
|  | 1.2 Budget management |
| *[Enter goal 2]* | *[Enter skill]* |
|  | *[Enter skill]* |

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| **Action plan**  *Outline activities that are going to help achieve the professional goals.* | |
| **Goal** | **Action plan** |
| Get promoted to a manager position | 1. 1 Find a manager to be my mentor |
|  | 1.2 Take on more responsibilities regarding the team’s budget |
| *[Enter goal 2]* | *[Enter action plan]* |
|  | *[Enter action plan]* |



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| **Resources**  *What resources are you going to use to develop the skills and knowledge necessary to achieve these goals?* | |
| **Goal** | **Resource** |
| Get promoted to a manager position | 1.1 Start a leadership online course |
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| **Feedback and evaluation**  *What is your progress in achieving yourr professional goals?* | | |
| **Goal** | **Status and comments** | **Review date** |
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